

INFORMATION  
ONLY

|   |                        |  |
|---|------------------------|--|
| <b>ROCKY FLATS ENVIRONMENTAL<br/>TECHNOLOGY SITE</b>            | <b>Manual No.:</b>     | <b>2-11000-ER-ADM<br/>(a.k.a. 3-21000-ADM)</b> |
| <b>ERPD ADMINISTRATIVE<br/>PROCEDURES MANUAL<br/>CATEGORY 1</b> | <b>Procedure No.:</b>  | <b>Table of Contents, Rev 27</b>               |
|   | <b>Page:</b>           | <b>1 of 2</b>                                  |
|   | <b>Effective Date:</b> | <b>12/01/94</b>                                |
|   | <b>Organization:</b>   | <b>Environmental Restoration</b>               |

**TABLE OF CONTENTS FOR  
ENVIRONMENTAL RESTORATION PROGRAM DIVISION  
ADMINISTRATIVE PROCEDURES MANUAL**

| <b>Procedure<br/>No.</b> | <b>Title</b>   | <b>Rev.<br/>No.</b> | <b>Effective<br/>Date</b> |
|--------------------------|--|---------------------|---------------------------|
| 01.01                    | ER Organization  |                     |                           |
| •02.01                   | 2-F94-ER-ADM-02.01 - Training  | 1                   | 12/01/94                  |
| 02.02                    | Personnel Qualifications   | 0                   | 08/15/91                  |
| 03.04                    | Control of QAA Development   | 0                   | 09/23/91                  |
| 04.01                    | Procurement Document Control   | 0                   | 04/08/92                  |
| 05.01                    | 2-E95-ER-ADM-05.01 - Procedure Development   | 1                   | 06/01/94                  |
| 94-DMR-001227            | Appendix Replacement   | 1                   | 07/05/94                  |
| 05.03                    | RFI/RI Work Plan Development   | 0                   | 08/15/91                  |
| 94-DMR-002179            | Extension of DCN 93.01   | 0                   | 11/23/94                  |
| 05.05                    | 2-E02-ER-ADM-05.05 - Document Review   | 1                   | 06/01/94                  |
| •94-DMR-002108           | DOE/RFFO Review Determination Inclusion  | 1                   | 12/01/94                  |
| •94-DMR-002218           | Allowance of Delays for Late Comments  | 1                   | 12/01/94                  |
| 05.07                    | 2-E04-ER-ADM-05.07 - Environmental Restoration<br>Program Division (ERPD) Preparation and Use of<br>Document Modification Requests | 2                   | 10/07/94                  |
| •94-DMR-002219           | ERPD Training Process Facilitation   | 2                   | 12/01/94                  |
| 05.08                    | Forms Control  | 0                   | 09/23/91                  |
| 05.10                    | 2-G06-ER-ADM-05.10 - Control of Scientific Notebook<br>Systems   | 0                   | 07/15/94                  |
| 05.11                    | Preparation of Instructions  | 0                   | 04/08/92                  |
| 06.01                    | Document Control   | 0                   | 08/02/91                  |

ADMINISTRATIVE

DOCUMENT CLASSIFICATION  
REVIEW WAIVER PER  
CLASSIFICATION OFFICE

A-SW-001333

**ROCKY FLATS ENVIRONMENTAL  
TECHNOLOGY SITE****ERPD ADMINISTRATIVE  
PROCEDURES MANUAL  
CATEGORY 1****Manual No.:****Procedure No.:****Page:****Effective Date:****Organization:****2-11000-ER-ADM****(a.k.a. 3-21000-ADM)****Table of Contents, Rev 27****2 of 2****12/01/94****Environmental Restoration**

| <b>Procedure<br/>No.</b>  | <b>Title</b>   | <b>Rev.<br/>No.</b> | <b>Effective<br/>Date</b> |
|---|--|---------------------|---------------------------|
| 06.04   | 2-N93-ER-ADM-06.04 - Map Control   | 0                   | 10/31/94                  |
| 08.01   | Control and Identification of Items, Samples, and Data                             | 0                   | 04/08/92                  |
| 08.02   | 2-G32-ER-ADM-08.02 - Evaluation of ERM Data for Usability in Final Reports         | 0                   | 10/21/94                  |
| 94-DMR-001986   | Laboratory Detection Limit   | 0                   | 10/21/94                  |
| 08.03   | 2-J77-ER-ADM-08.03 - Graded Validation   | 0                   | 11/10/94                  |
| 08.05   | 2-J76-ER-ADM-08.05 - Contract Compliance Screening                                 | 0                   | 11/10/94                  |
| 10.01   | Inspections  | 0                   | 04/08/92                  |
| 12.01   | Control of Measuring and Test Equipment  | 0                   | 04/08/92                  |
| 15.01   | Control of Nonconforming Items and Activities                                      | 1                   | 10/12/92                  |
| 16.01   | Corrective Action  | 0                   | 04/08/92                  |
| 17.01   | 2-G18-ER-ADM-17.01 - Records Capture and Transmittal                               | 0*                  | 10/31/94                  |
| *This revision supersedes procedure 3-21000-ADM-17.01 Revision 0. |  |                     |                           |
| 17.02   | Administrative Records Screening and Processing                                    | 0                   | 12/07/92                  |
| 17.09   | 2-N96-ER-ADM-17.09 - Records Identification, Preliminary Preparation, and Creation | 0                   | 10/31/94                  |
| 18.02   | Surveillance Activities  | 1                   | 04/08/92                  |
| 18.03   | 2-G21-ER-ADM-18.03 - Readiness Assessments   | 1                   | 08/24/94                  |
| 18.05   | 2-G23-ER-ADM-18.05 - Environmental Restoration Management Self Evaluation          | 0                   | 07/15/94                  |
| AQD.08  | Preparation of EPA Form R  | 1                   | 10/10/91                  |

**LIST OF EFFECTIVE PAGES**

| <u>Pages</u> | <u>Effective Date</u> | <u>Change Number</u> |
|--------------|-----------------------|----------------------|
| 1-64         | 06/01/94              | 93-DMR-000495        |
| 2            | 12/01/94              | 94-DMR-002108        |
| 3-15         | 06/01/94              | 93-DMR-000495        |
| 16           | 12/01/94              | 94-DMR-002108        |
| 17-64        | 06/01/94              | 93-DMR-000495        |
| 24           | 12/01/94              | 94-DMR-002218        |
| 64A          | 12/01/94              | 94-DMR-002108        |

**TOTAL NUMBER OF PAGES: 64**

## DOCUMENT MODIFICATION REQUEST (DMR)

PAGE 1 of 1

11/9/94

Refer to 1-A01-PPG-001 for Processing Instructions.  
 Printor Type All Information (Except Signatures).

1. Date

11/4/94

25.

DMR No. 94-DMR-002108

2. Existing Document Number/Revision

2-E02-ER-ADM-05.05

3. New Document Number or Document Number if it is to be changed with this Revision

n/a

Originator's Name/Phone/Pager/Location

Carl Sauerland, Ext 6904, Bldg. 080, Cube 534

5. Document Title

ERM DOCUMENT REVIEW PROCESS

6. Document Type

☒ Procedure☐ Other

7. Document Modification Type (Check only one)

☐ New ☐ Revision☒ Intent Change☒ Nonintent Change☐ Editorial Correction☐ Cancellation

8. Item 9. Page 10. Step

11. Proposed Modifications

1

16

6.2[5]

Add the following after Step 6.2[5]:

[6] Determine if the document requires DOE review using Attachment 13, DOE/RFFO Review Determination as a guide.

[7] IF the document requires DOE/RFFO review,  
 THEN document in Block 13 of the DMR,  
 AND file completed Appendix 13 with the Historical Records.

2 64A

Add the attached Appendix 13, DOE/RFFO Review Determination after Appendix 12.

Justification (Reason for Modification, EJO #, TP #, etc.)

Lack of the DOE/RFFO review determination in a procedure.

If modification is for a new procedure or a revision, list concurring disciplines in Block 13, and enter N/A in Blocks 14 and 15. If modification is for any type of change or a cancellation, organizations are listed in Block 13, then Concur print, and signs in Block 14, and dates in Block 15.

| 13. Organization               | 14. Print, Sign (if applicable)    | 15. Date (if applicable) |
|--------------------------------|------------------------------------|--------------------------|
| <del>SAA</del> <i>lme</i>      | <i>n/a</i>                         |                          |
| EQS                            | <i>John C. Breen for RSL</i>       | <i>11/22/94</i>          |
| <del>RPM</del> <i>lme</i>      | <i>n/a</i>                         |                          |
| <del>ES&amp;E</del> <i>lme</i> | <i>n/a</i>                         |                          |
| <del>EOM</del> <i>lme</i>      | <i>n/a</i>                         |                          |
| <del>IMED</del> <i>lme</i>     | <i>D. G. Breen for Key Bentzen</i> |                          |
| <del>SPP</del> <i>lme</i>      | <i>n/a</i>                         |                          |
| <del>SM</del> <i>lme</i>       | <i>n/a</i>                         |                          |
| <del>OLSG</del> <i>lme</i>     | <i>n/a</i>                         |                          |
| <del>IA</del> <i>lme</i>       | <i>n/a</i>                         |                          |
| SME                            | <i>D. G. Breen</i>                 | <i>11-22-94</i>          |

16. Originator's Supervisor (print/sign/date)

D. G. Breen

*D. G. Breen*

11-4-94

Assigned SME/Phone/Pager/Location

D. G. Breen 6997 080

18. Cost Center

3116

19. Charge Number

n/a

20. Requested Completion Date

21. Effective Date

12-01-94 *lme*

22. Accelerated Review?

Yes ☐ No ☒

23. ORC Review

NOT REQUIRED

24. Responsible Manager (print, sign, date)

K. Bentzen

*K. Bentzen*

11-4-94

REVIEWED FOR CLASSIFICATION / UCNI

BY

## 6.2 Selection of Reviewers (continued)

### Review Executor (continued)

- [2] Identify the required Internal and Parallel Reviewers through utilization of the DRAM, the SME's technical input, the direction of the Responsible Manager, and other applicable requirements documents.

Appendix 6, Guidance for Selection of Reviewers, contains a matrix similar to the detailed matrix that is found in the DRAM.

**NOTE** *The process for identifying internal peer reviewers is addressed beginning at Subsection 6.2.1. The process for identifying independent reviewers is addressed beginning at Subsection 6.22. The process for identifying external peer reviewers is addressed beginning at Subsection 6.23. In addition to reviewers, the Writer, SME, and Review Executor may submit comments on the document.*

- [3] **IF** the requirements of any applicable document development procedure are in conflict with the DRAM,  
**OR** there is an error in the DRAM,  
**THEN:**
- [A] Implement the procedure requirements to identify the reviewers and the portions of the DRAM that are **NOT** in conflict with the procedure.
- [B] Initiate a change to the DRAM in accordance with Section 8, Review Process for Major Documents of Design Documents, to ensure the DRAM is correct.
- [4] **IF** a document is **NOT** addressed in the DRAM,  
**THEN** initiate a DMR in accordance with 2-E04-ER-ADM-05.07 to make a change to the DRAM to include this document.

### Responsible Manager

- [5] Designate additional reviewers, as necessary, to ensure document quality and accuracy.
- [6] Determine if the document requires DOE/RFFO review using Appendix 13, DOE/RFFO Review Determination as a guide.
- [7] **IF** the document requires DOE/RFFO review,  
**THEN** document in Block 13 of the DMR,  
**AND** file Appendix 13 with the History File.

94-DMR-002108

APPENDIX 13  
Page 1 of 1

## DOE/RFFO REVIEW DETERMINATION

PROCEDURE NO.: \_\_\_\_\_ REVISION NO.: \_\_\_\_\_ DMR NO.: \_\_\_\_\_

PROCEDURE TITLE: \_\_\_\_\_

Is this a revision that changes the scope of the document? YES \_\_\_\_\_ NO \_\_\_\_\_

Is this a new or revision of a procedure that addresses any of the following:

|  |           |          |
|--|-----------|----------|
| Sampling and analytical protocols  | YES _____ | NO _____ |
| Remediation activity   | YES _____ | NO _____ |
| Equipment Calibration  | YES _____ | NO _____ |
| Maintenance of data quality  | YES _____ | NO _____ |
| Quality control checks   | YES _____ | NO _____ |
| Performance audits   | YES _____ | NO _____ |
| Precision, accuracy, and control   | YES _____ | NO _____ |
| Sample preservation  | YES _____ | NO _____ |
| Sampling and shipping container preparation  | YES _____ | NO _____ |
| Decontamination of sampling equipment and containers                                   | YES _____ | NO _____ |
| Requirements and methodology for possession and transfer of samples (chain of custody) | YES _____ | NO _____ |
| Use of EPA-approved laboratories performing analysis                                   | YES _____ | NO _____ |
| Other _____  | YES _____ | NO _____ |

If the answer to any of the above questions is YES, then process the procedure or revision through DOE/RFFO.

Process through DOE/RFFO YES \_\_\_\_\_ NO \_\_\_\_\_

Responsible Manager (Print)

Signature

Date

Include a completed copy of this appendix as part of the History Files

94-DMR-002108